

Folders

Con-nect parallels the structure and organization of a traditional office. The Con-nect storage system can be visualized as a cabinet, with subsystems of folders and files in which the Con-nect objects are stored and from which they are retrieved.

You can create your own personal filing system within your cabinet (i.e. you can add new folders and files), so that you will be able to re-arrange and store your Con-nect objects according to the system that suits you best. You can also define another folder layout for your own folders and for folder Work.

This chapter covers the following topics:

- System Folders
 - Adding a Folder
 - Customizing the Folder Layout
 - Managing Your Folders
 - Commands for Folders
 - Display Sequence of Objects in a Folder
 - Utilities
-

System Folders

Con-nect contains several folders in which the objects you use are stored. The system folders which cannot be erased are:

- Inbasket and Outbasket.
- Wastebasket.
- Work. This is the default folder. If you do not specify another default folder, the name "Work" is automatically provided in the "Add" screen when you ADD an object (see *Folders and Password* for a description of how to specify another default folder).
- Repeat-Delivery. All mail items for which you have specified a repeated delivery are stored in the Repeat-Delivery folder of the addressee (see *Modifying the Send Defaults* for information regarding repeated delivery). The addressee cannot display this folder.
- Compose. Reports created using the following Natural statements are placed in the Compose folder (see the Natural documentation for a description of these statements):

```
COMPOSE
DEFINE PRINTER
```

- Connect. All output generated using the following Natural statement is placed in the Connect folder (Super Natural uses this method):

```
DEFINE PRINTER (n) OUTPUT 'CONNECT'
```

- TRS-XXL. When you work with Con-nect Text Retrieval and the document text exceeds the maximum length, the document is moved to the TRS-XXL folder (see *Inverting Text* for information regarding this folder).

Adding a Folder

Issue the following command sequence from any point in Con-nect:

```
ADD Folder
```

As a result, the "Add Folder" screen appears.

```

10:17 AM          * * * C O N - N E C T 3 * * *          10.Aug.1999
Cabinet LS                      Add Folder                      Tuesday

Folder Name      _____
Description      _____

Sequence         1 (1-Ascending by Date 2-Descending by Date 3-User)
Layout from      0 (0-Standard 1-Cabinet 2-Folder)      Update Folder Layout _
Files            _____ Description _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____

Private Use _ or Security Read 7 Modify 7

Complete the information above and press ENTER to add
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

In addition to the information which you enter in every "Add" screen (see *The "Add" Screens*), you must specify the following folder definition criteria in the "Add Folder" screen.

Folder Name

A unique name that must not exceed 15 characters.

Sequence

The objects in the folder are displayed according to the default sequence, which is specified here.

You can choose one of the following sequences (1 is automatically filled in by Con-nect):

1	Ascending sequence: the oldest objects are at the top, and the newest are at the bottom of the list.
2	Descending sequence: the newest objects are at the top, and the oldest are at the bottom of the list.
3	User sequence: you can then arrange the objects within the folder in any order you wish (see <i>User Sequence</i> in section <i>Display Sequence of Objects in a Folder</i> for further information).

Layout from

You can use one of the following layouts for the folder (0 is automatically filled in by Con-nect):

0	Standard: Con-nect's default layout is used.
1	Cabinet: the layout that has been defined in your user profile is used (see <i>Folders and Password</i>). When a layout has not yet been defined in your user profile, Con-nect uses the layout defined in cabinet SYSCNT. If a layout has not been defined in cabinet SYSCNT, Con-nect's default layout is used. Later, when the layout has been defined in your user profile, the folder is displayed according to this layout.
2	Folder: the layout that has been defined for the folder is used (see <i>Customizing the Folder Layout</i>). If a folder layout has not been defined, Con-nect's default layout is used.

Update Folder Layout

Optional - if you want to define a specific layout for the folder, mark this field and press ENTER to display the "Customize Layout of Folder Name" screen (see *Customizing the Folder Layout* for further information).

Files

Optional - you can initially specify up to eight files into which you can subdivide the new folder. If you want to specify more than eight files, you must access the "Modify Folder" screen.

Optional - you can enter a description adjacent to each file name you specify.

The sequence of a file is that of the folder in which it is stored.

Note:

If Con-nect Text Retrieval is installed in your system and you are allowed to use it, the "Add Folder" screen contains an additional field. See *Adding a TRS Folder* for further information.

Press ENTER to add the folder.

The blank "Add Folder" screen re-appears and you can add another folder or quit the function.

Caution:

When you specify that the folder is a private folder, the objects which you store in that folder are not automatically private as well. There is one exception: a file always inherits the same security levels as the

folder in which it is stored - thus, when the folder is private, each file that is stored in the folder is also private.

A private folder is not displayed in a list of folders when another user accesses your cabinet. However, if this user displays, for example, a list of documents, the documents which are stored in the private folder are also shown. Thus, to ensure that the objects in a private folder cannot be accessed by another user, you should also mark them as private.

Note:

To specify keywords for a folder or file, you must use the INFO command. See the description of the INFO command below.

Customizing the Folder Layout

You can define your own layout for the "Contents of Folder *Name*" screen.

Exception: it is not possible to define another layout for a system folder, with the exception of folder Work.

The "Customize Layout of Folder *Name*" screen is displayed when you ADD or MODIFY a folder and mark the "Update Folder Layout" field.

A similar screen - the "Customize Folder Layout in Cabinet" screen - is displayed when you mark the corresponding field in your user profile (see *Folders and Password*). This screen allows you to copy the layout *from* a cabinet (instead of copying the layout *to* a folder of a cabinet).

11:48 AM	* * * C O N - N E C T 3 * * *		10.Aug.1999
Cabinet LS	Customize Layout of Folder Marketing		Tuesday

Field	Pos	Len	Header	Reset to Standard
Name,Description	_1	44	Item Name_____	Name Length 15
Sender/Addressee	__	16	Sender/Addressee_____	
Object Type	_2	_8	Object_____	
Document Format	_3	_3	Typ_____	
Items in Folder	_4	_3	Itm_____	
Mail Type	__	_2	IO_____	Modify Mail Type Text _
Author ID	__	_8	Author_____	
Modified ID	__	_8	Modified_____	Date Time Formats
Created	__	12	Created_____	1.4.5 _ Date: 1 DD 2 MM 3 YY
Modified	__	10	Modified_____	1.4.5 _ 4 MON 5 YYYY
Mailed	__	10	Mailed_____	1.4.5 _ Time: 0 24h 1 am/pm
Filed	_5	12	Filed_____	1.4.5 _ Blank No Display
Enclosures	__	_3	Enc_____	
Private Use	__	_1	P_____	
Total	74		Copy to Folder _____	in Cabinet LS_____
Mark to Preview _				
Folder configuration does not exist - press ENTER to create				
Command /				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home				

The "Field" column contains the type of information that can be displayed in the "Contents of Folder *Name*" screen:

Name,Description

If an object has a name, its name is displayed. The length of the name displayed is determined by the value in the "Name Length" field (see the description below).

If an object does not have a name, its description is displayed in parentheses.

If an object has both a name and a description, its name is displayed first. The length of the description is the difference between the defined length for this field and the value specified in the "Name Length" field.

Sender/Addressee

The full name of the sender or addressee, or the name of the remote node.

Object Type

The kind of object. For example, a document or file.

Document Format

Applies to documents only and indicates the format of the document (e.g. Txt, Cnf or Bin; see *Document Formats*).

Items in Folder

Applies to folders and files only. When objects are stored in a folder or file, this is indicated by an X.

Mail Type

n abbreviation indicating the type of mail (e.g. "I<" for a received item). If you want to define other abbreviations, mark the "Modify Mail Type Text" field (see the description below).

Author ID

The user ID of the author.

Modified ID

The user ID of the user that last modified the item.

Created

Date and time the item was created. You define the time stamp layout in the "Date" and "Time" fields.

Modified

Date and time the item was last modified. You define the time stamp layout in the "Date" and "Time" fields.

Mailed

Date and time the item was mailed. You define the time stamp layout in the "Date" and "Time" fields.

Filed

Date and time the item was filed. You define the time stamp layout in the "Date" and "Time" fields.

Enclosures

The number of enclosures attached to a document.

Private Use

When the item is private, this is indicated by an X.

Specify the following to customize the folder layout:

Pos

The order in which the corresponding information is to be displayed in the "Contents of Folder *Name*" screen. Specify the order by entering consecutive numbers from 1 to 14 in this column. If you leave a field blank, the corresponding information is not displayed in the "Contents of Folder *Name*" screen.

Len

The field length for the corresponding information in the "Contents of Folder *Name*" screen. Specify the length by entering the required number of characters in this column.

The maximum length for all fields is 74. The currently defined total length is displayed in the "Total" field. If you exceed the maximum length, an error message is displayed as soon as you press ENTER. The layout is not saved in this case.

Header

The header for the corresponding information in the "Contents of Folder *Name*" screen. The header that you specify in this column must not exceed the length defined in the corresponding "Len" column.

Reset to Standard

When you mark this field and press ENTER, all fields are reverted to the standards delivered with Con-nect (not to the standards defined in SYSCNT) and to the language defined your user profile.

Name Length

Applies to the "Name,Description" field and determines the field length for the name (not for the description). Specify the name length by entering the required number of characters in this field.

Modify Mail Type Text

When you mark this field and press ENTER, the "Modify Mail Type Text for Contents of Folder Screen" window appears. You can then modify the abbreviations which indicate the different mail types. The initial default abbreviations are defined in cabinet SYSCNT.

Date

Specifies how the date is displayed for the adjacent fields (Created, Modified, Mailed and Filed).

The date values mean:

1	The day is shown as a number.
2	The month is shown as a number.
3	The year is shown as a two-digit number.
4	The month is shown as a three-letter abbreviation.
5	The year is shown as a four-digit number.

A delimiter separates the day, month, and year values. You can use any character, including a blank. In the example above, the date format is 1.4.5 which means that the date is displayed as "10.Aug.1999".

Time

Specifies how the time is displayed for the adjacent fields (Created, Modified, Mailed and Filed).

The time values mean:

0	24 hour display, e.g. 15:35.
1	AM/PM display, e.g. 3:35 PM.

If left blank, the time is not displayed.

The following fields are only shown when you invoke the "Customize Layout of Folder *Name*" screen from the "Add Folder" or "Modify Folder" screen:

Copy to Folder

You can copy the current layout to an existing folder in your cabinet. To do so, specify the name of the folder in this line. You can also enter an asterisk (*) in this line to select the folder from a window.

The folder is only shown with the new layout when layout option 2 has been specified. To verify/modify the layout option that has been defined, you have to access the "Modify Folder" screen.

in Cabinet

By default, the ID of the current cabinet is shown in this field. You can also copy the current layout to a folder in another cabinet if you are allowed to use this cabinet. To do so, enter the cabinet ID in this line or enter an asterisk (*) to select a cabinet from a window.

The following field is only shown when you invoke the "Customize Folder Layout in Cabinet" screen from your user profile:

Copy from Cabinet

If you want to copy the folder layout that has been defined in the user profile of another cabinet, enter the cabinet ID in this line. You can also enter an asterisk (*) in this line to select the cabinet from a window.

You need not be defined as a shared user to copy from another cabinet. The contents of the folder are not copied.

If you want to preview the layout before saving your changes, mark the "Mark to Preview" field and press ENTER.

The "Preview Layout" screen appears. It shows the currently defined layout and informs you of the number of free positions.

The line below the date indicates whether the objects in this folder are listed in ascending, descending or user-defined sequence (see *Display Sequence of Objects in a Folder*).

Press ENTER to return to the "Customize Layout of Folder *Name*" or "Customize Folder Layout in Cabinet" screen.

Press ENTER to save the folder layout.

Managing Your Folders

Issue the following command sequence from any point in Con-nect to display a list of all available folders:

DISPLAY Folder

As a result, the "Display Folders" screen appears:

10:01 AM	* * * C O N - N E C T 3 * * *					2.Feb.94	
Cabinet LS	Display Folders					Wednesday	
Cmd	Folder Name	Description	Fil	Fol	Itm	Trs	Seq
—	Compose						A
—	Connect						A
—	Inbasket		5		x		D
—	Marketing		1		x		D
—	Outbasket				x		D
—	Private				x		D
—	Repeat-Delivery						A
—	Research		1		x		D
—	TRS-XXL						A
—	Wastebasket				x		D
—	Work		1		x		D
Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)							
Command /							/
Display	Erase	File	Info	Modify	Top		

Note:

The "Display Folders" screen does not list the folders that are filed in a folder.

The "Display Folders" screen lists the folders in alphabetical order. The columns display the following information:

Folder Name

The name of the folder.

Description

The first 38 characters of the description of the folder.

Fil

The number of files that are defined within the folder.

Fol

This column contains an X, if the folder contains other folders.

Itm

This column contains an X, if objects are currently stored in this folder (including folders, excluding files).

Trs

This column contains an X, if the folder is a TRS folder (see *TRS Folders* for further information).

Seq

The sequence in which the objects are stored:

A	Ascending sequence
D	Descending sequence
U	User-defined sequence

Commands for Folders

The command prompting line of the "Display Folders" screen shows all the commands which apply to folders. The commands are described in section *Commands*. The following exceptions apply when working with folders:

- DISPLAY
- ERASE
- FILE
- INFO
- MODIFY

DISPLAY

When you DISPLAY a folder, the "Contents of Folder *Name*" screen is displayed (see *Screens*) showing a list of all objects that are filed in that folder.

You can determine the type of display as follows:

- **DISPLAY Folder *folder-name* ***
Displays all objects stored in that folder, including all objects that are stored in the files of that folder (the names of the files are not shown).
- **DISPLAY Folder *folder-name* (without the asterisk)**
Displays all the files within the folder, and all objects which are not stored in files in that folder.
- **DISPLAY Folder *folder-name file-name***
Displays all objects stored in that file.

If the folder or file is empty, you cannot display it.

The commands which apply to each object are described in the sections dealing with these objects.

ERASE

To erase a folder, you must first erase all objects that are stored in it, and then ERASE the folder. The objects are placed in the Wastebasket and the folder itself is erased from Con-nect (the folder is not placed in the Wastebasket).

You can recover the objects which were stored in the folder from the Wastebasket. See *Wastebasket* for details.

You can specify keywords for a file. To do so, you must either mark the file with IN or issue the command sequence "INFO Folder *folder-name file-name*" to access the "Info File" window. The "Info File" window is similar to the above "Info Folder" window. It contains an additional field below the folder name which contains the file name. For a file, the number after "Items" refers to the number of objects that are stored in the file.

You can also specify keywords for a system folder (such as the Inbasket or Work) or a system file (such as the Inbasket file New).

When you assign keywords to a folder or file, the keywords do not apply to the objects that are contained in the folder or file (i.e. the keywords for a folder do not apply to further folders, files or other objects in that folder).

MODIFY

When you issue the MODIFY command with a specific folder, the "Modify Folder" screen is displayed. This screen contains two additional fields, which are not contained in the "Add Folder" screen:

More Files

If you have already defined eight files, you can mark this field to add eight more files. There is no limit as to the number of files which may be contained in a folder.

filed in Folder

You can store this folder in another folder by entering the name of another folder in this line.

If the folder is already contained in another folder, Con-nect provides the name of this folder in this line. You can store the folder in a different folder by typing its name over the name shown (you can also enter an asterisk (*) to display a list of all folders).

You can also erase the name to take the folder out of the folder in which it is stored (it becomes an individual folder which is listed in the "Display Folders" screen).

Notes:

1. You cannot add more files to the folders Inbasket, Outbasket and Wastebasket. Thus, the "Modify Folder" screens for these folders do not contain the "More Files" field.
2. The fields "Layout from" and "Update Folder Layout" are not available for system folders, with the exception of folder Work.

Display Sequence of Objects in a Folder

You can arrange the objects in your folders in any sequence you please. A display sequence according to the filing date (whether ascending or descending) makes sense in a number of contexts, especially in folders such as the Inbasket or the Outbasket. However, in other folders you might wish to group the contents according to entirely different criteria: alphabetical order could prove useful, or an arrangement in groups delimited by a common subject, or you might want to sequence objects according to importance.

Important:

When you add a folder, you specify the default display sequence. This is the sequence which is used each time you access the folder.

The sequence of a file is that of the corresponding folder.

The following topics are covered below:

- Modifying the Default Sequence
- Modifying the Sequence for the Session Only
- User Sequence

Modifying the Default Sequence

Issue the MODIFY command in conjunction with the folder you want to modify:

```
MODIFY Folder name
```

As a result, the "Modify Folder" screen appears.

Specify the following information in the "Modify Folder" screen:

Sequence

You enter one of the following numbers:

1	Ascending sequence: the oldest objects are at the top, and the newest are at the bottom of the list.
2	Descending sequence: the newest objects are at the top, and the oldest are at the bottom of the list.
3	User sequence: the objects are arranged according to the sequence you specify (see <i>User Sequence</i> below).

Press ENTER to modify the default sequence.

The default sequence is used each time you display the contents of the folder. The sequence is always shown in the upper right corner of the screen, just below the date.

See the description of the command DESCENDING in section *Commands* for further information.

Modifying the Sequence for the Session Only

Issue the DISPLAY command in conjunction with a specific folder:

```
DISPLAY Folder name
```

As a result, the "Contents of Folder *Name*" screen appears.

Regardless of the default sequence specified for the folder, you can issue the following commands in the command line of the "Contents of Folder *Name*" screen:

```
ASCENDING
```

```
DESCENDING
```

```
USER
```

The display will be modified according to the sequence you specify and will remain in effect until you issue the command sequence "DISPLAY Folder *name*" again, at which time it will be reset to the default sequence.

However, if you return to this screen from another screen by issuing the QUIT command the specified sequence will still be in effect.

User Sequence

You can arrange the objects within your folders in any order you wish. There is one exception: you cannot specify user sequence for the Inbasket, Outbasket and Wastebasket.

Issue the DISPLAY command in conjunction with a specific folder:

```
DISPLAY Folder name
```

As a result, the "Contents of Folder *Name*" screen appears.

Make sure that the user sequence is in effect, and use one of the two methods as described below.

If you file objects into a folder which has user sequence as the default, these objects are always placed at the end of the list, from where you can move them to other positions in the list.

The user-specified sequence is always saved from session to session. For example, if the default sequence of a folder is "Descending" and you want to see the objects as you have grouped them, you must issue the USER command.

Re-arranging One Screen Page

This method works only on a single screen page of the "Contents of Folder *Name*" screen.

Mark the objects with 1- or 2-digit numbers from 1 through 12 to specify the lines to which you want to move the objects and press ENTER.

For example, if you want to position the last object on this screen page to the seventh line, you must mark it with 7 and press ENTER.

Moving an Object from One Screen Page to Another

Mark the object you want to move with X and press ENTER.

You can page through the list by repeatedly pressing ENTER or the PF-key assigned to the "+" command. You can also press the PF-key assigned to the "-" command to page backwards.

Mark a second object with MX and press ENTER to move the X-marked object to the line following the object marked with MX.

You can repeat this process as often as you wish.

Utilities

Con-nect provides several utilities. For example, your administrator can run utilities to:

- copy the contents of one or more folders of your cabinet to another cabinet;
- delete the oldest items from the folders Wastebasket, Outbasket, Inbasket Opened, Inbasket New, Compose, Connect and an optional folder;
- move the contents of one or more folders of your cabinet to another cabinet.

These utilities are described in the *Con-nect Utilities* documentation. See your administrator for further information.